

APPENDIX A

Budget Template



Budget Template

| Reproductive Health Assessment Toolkit for Conflict-Affected Women | | | | |
|--|--------|-----------------|-----------|------------|
| Budget Template - this is only a template. Some line items may not be applicable. | | | | |
| Site Name: | | | | |
| Date: | | | | |
| 1. Planning and Survey Set-up - This may include an initial site visit that may include travel and/or meeting expenses | | | | |
| | Number | Unit=Time(days) | Cost/unit | Total Cost |
| Transportation | 1 | 1 | \$ | \$ |
| Lodging | 1 | 5 | \$ | \$ |
| Food | 1 | 5 | \$ | \$ |
| Logistician for set-up through data collection | 1 | 30 | \$ | \$ |
| Community mapping for sampling | 1 | 5 | \$ | \$ |
| Planning and Survey Set-up Total | | | | \$ |
| 2. Training (~2 weeks) | | | | |
| | Number | Unit=Time(days) | Cost/unit | Total Cost |
| Trainers (per diem) | 2 | 12 | \$ | \$ |
| Supervisors during training (per diem) | 4 | 12 | \$ | \$ |
| Interviewers (per diem) | 15 | 12 | \$ | \$ |
| Locators during training (per diem) | 5 | 4 | \$ | \$ |
| Drivers (per diem) | 2 | 12 | \$ | \$ |
| Food for survey team, if applicable | 28 | 12 | \$ | \$ |
| Lodging for survey team, if applicable | 28 | 12 | \$ | \$ |
| Training facility rental | 1 | 12 | \$ | \$ |
| Chairs, tables, etc | 1 | 12 | \$ | \$ |
| Photocopying of questionnaires, and locator forms, for training (cost is per page, rather than time) | 60 | 46 | \$ | \$ |
| Photocopying of training handouts (cost is per page, rather than time) | 28 | 20 | \$ | \$ |
| Materials (pens, paper, butcher paper (flip charts) | 1 | 12 | \$ | \$ |
| Translation of English to local language - 37pg | 1 | 37 | \$ | \$ |
| Back translation of local language to English - 37pg | 1 | 37 | \$ | \$ |
| Local transport for survey team | 28 | 12 | \$ | \$ |
| Vehicle rental | 2 | 12 | \$ | \$ |
| Vehicles -gas and oil | 2 | 12 | \$ | \$ |
| Vehicles - minor repairs | 2 | 12 | \$ | \$ |
| Cell phones/phone cards | 2 | 12 | \$ | \$ |
| Training Total | | | | \$ |

| 3. DATA COLLECTION (~2 or 3 weeks) | | | | |
|---|--------|-----------------|-----------|------------|
| | Number | Unit=Time(days) | Cost/unit | Total Cost |
| Trainers (per diem)* | 2 | 18 | \$ | \$ |
| Supervisors during training (per diem)* | 4 | 18 | \$ | \$ |
| Interviewers (per diem) | 15 | 18 | \$ | \$ |
| Locators during training (per diem) | 5 | 18 | \$ | \$ |
| Drivers (per diem) | 2 | 18 | \$ | \$ |
| Food for survey team, if applicable | 28 | 18 | \$ | \$ |
| Lodging for survey team, if applicable | 28 | 18 | \$ | \$ |
| Training facility rental | 1 | 18 | \$ | \$ |
| Photocopying of questionnaires, locator forms for data collection (cost is per page, rather than time) | 450 | 46 | \$ | \$ |
| Chairs, tables, etc | 1 | 18 | \$ | \$ |
| Local transport for survey team | 28 | 18 | \$ | \$ |
| Vehicle rental | 2 | 18 | \$ | \$ |
| Vehicles -gas and oil | 2 | 18 | \$ | \$ |
| Vehicles - minor repairs | 2 | 18 | \$ | \$ |
| Cell phones/phone cards | 2 | 18 | \$ | \$ |
| Refreshments for Participants | 500 | 1 | \$ | \$ |
| Thank you gift for Participants' time | 500 | 1 | \$ | \$ |
| Pens/Clipboards for survey team | 28 | 1 | \$ | \$ |
| Data Collection Total | | | | \$ |
| 4. POST DATA COLLECTION | | | | |
| | Number | Unit=Time(days) | Cost/unit | Total Cost |
| Survey team wrap-up and celebration | 28 | 1 | \$ | \$ |
| Data entry staff | 2 | 15 | \$ | \$ |
| Report writing | 1 | 15 | \$ | \$ |
| Photocopies of report for dissemination (cost per page) | 30 | 50 | \$ | \$ |
| Dissemination activities (reporting back to community, meetings with stakeholders, workshops, media events, etc.) | 2 | 1 | \$ | \$ |
| Post Data Collection Total | | | | \$ |
| SURVEY SUMMARY | | | | |
| Subtotal all-phases | | | | \$ |
| 10% Contingency costs | | | | \$ |
| TOTAL SURVEY COST | | | | \$ |

* Trainers can act as supervisors during data collection

